

At a Virtual Meeting of Pembroke Dock Town Council on Thursday 2<sup>nd</sup> December 2021

**PRESENT: Cllrs: J Beynon, M Bowen, M Colgan, S Davis, W Gannon, J George, P George, G Goff, A Greenfield, B Hall, T Judkins, G Manning, S O Connor, J Phillips, T Wilcox**

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk

Caroline Mason - Communities and Committees Officer

Cllr Beynon opened the meeting and welcomed everyone.

**90 APOLOGIES FOR ABSENCE**

Cllr Dilys Burrell

**91 DECLARATIONS OF INTEREST**

There were no declarations of interest

**92 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

Cllr Beynon welcomed MS Sam Kurtz to the meeting.

Sam Kurtz informed members that he would be giving an overview of what he has been doing since being in post and what he has planned for Pembroke Dock.

Sam said that Pembroke Dock has a unique history and that we don't make the most of it. With regards renewable energy the Port of Pembroke Dock is a key part of creating jobs in Pembroke Dock. He said the area is known for its petrochemical industry and that there is a South Wales Industrial Cluster that come together to decarbonise what they are doing in the most environmentally friendly way and the Haven waterway plays a bit part in this. Sam said that the Port, Local Authority and Senedd are working together to provide high quality jobs in this area.

Sam spoke about the train times and that during COVID the service coming into and departing Pembroke Dock had been reduced. He said that the Southwest Wales Metro Plan neglects Pembroke Dock and Tenby and is concerned that the passenger Ferry departs from the port of Pembroke Dock and that good access to the train service is

essential to encourage passengers to the surrounding area. He plans to bring together different bodies to improve the situation.

Sam informed members that he plans to look at Town Centre Regeneration and feels that the history of the town is not fully being utilised. He would like to help businesses with business rates to encourage new opportunities to the town including digital connectivity with broadband and mobile signal.

With regards the Health Service, Sam informed members that he and Simon Hart had met with Argyle Medical Group regarding the issues raised by the patients not being able to get appointments, waiting times and other issues. He said the surgery has 22,000 registered patients with only 9 GP's and that the staff are working hard but are not being given the support to recruit and bring health care professionals to the area.

Cllr Beynon thanked Sam Kurtz for attending the meeting and welcomed Tracy Olin from PATCH

Tracy from PATCH informed members about the service they have provided for 13 ½ Years to people within Pembrokeshire. She said because of COVID the smaller depots closed and they are delivering to people in Pembroke Dock, Pembroke, Haverfordwest and Milford Haven. She said they are hoping to return to premises in Pembroke Dock and are looking for somewhere to rent. Tracy informed members that the number of parcels required has increased year on year which has coincided with the pandemic

Tracy informed members that all professional organisations can refer to PATCH including PDTC but there must be a clear reason for helping people. She said that they provide a signposting service to other support services as often people need support for their mental health although this can be linked to poverty.

Tracy informed members about the current toy project and that 900 children have been referred to PATCH this year. She said that each child gets 3 – 4 toys each plus books, chocolates and sweets and the families very grateful for the help and support.

Tracy commented that PATCH would be grateful for financial help, donations of food and for Cllr's to encourage people to become volunteers.

Cllr Beynon thanked Tracy Olin for coming to the meeting and said it's been a reminder of how many constituents from Pembroke Dock need this support.

**93 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 4TH NOVEMBER 2021.**

Page 77 item 56 – Visit Pembrokeshire

The resolution should have been recorded as:

**It was PROPOSED by Cllr Beynon  
SECONDED by Cllr Bowen  
RESOLVED – That PDTC allow for Visit Pembrokeshire to use unallocated funds in the Enhancing Pembrokeshire Grant pot and request to see the planned promotion of Pembroke Dock**

With the above amendments

**It was PROPOSED by Cllr Beynon  
SECONDED by Cllr Colgan  
RESOLVED - That the Minutes of Thursday 4<sup>th</sup> November 2021 are adopted as a true record.**

**94 MATTERS ARISING FROM THE MINUTES OF THURSDAY 4<sup>th</sup> NOVEMBER 2021.**

**Page 74 item 71 – PATCH**

Cllr Bowen proposed a donation of £1,000 to PATCH to support them through the difficult times they are experiencing.

**It was PROPOSED by Cllr Bowen  
SECONDED by Cllr Gannon  
RESOLVED – That PDTC awarded PATCH a donation of £1,000.**

**A Vote was taken, 8 for with 2 abstentions**

**95 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

**60. Selection Boxes – Layla Brace**

The Town Clerk stated that she had received a request from Layla Brace who holds a number of events and supports group events in Pennar. She said that she has asked for 200 selection boxes which will be at a cost of £200, for a Christmas disco. The Town Clerk stated that Layla has not asked for the funding direct as she is not a registered organisation/charity, therefore the Town Council would purchase the boxes and donate

them.

The Town Clerk stated that members reviewed a similar application 2 years ago with selection boxes being purchased after discussion but did suggest that she set the group up as an organisation as this would make it easier for her when looking for funds in the future.

Cllr Wilcox commented that Layla does a lot for people in Pennar and around the town and proposed this application is supported.

**It was                    PROPOSED by Cllr Wilcox  
                                  SECONDED by Cllr J George  
                                  RESOLVED – That PDTC donates 200 selection boxes to  
                                  Layla Brace for the Christmas Party at a cost of £200.**

**A Vote was taken 12 for, 1 against**

#### **61. MHPA Representative**

The Town Clerk stated that Cllr Goff has informed the office that he is no longer able to attend the meetings of the advisory committee with MHPA and that a new representative was required. She stated she would like to put forward Cllr Gannon to take on this role. The Town Clerk stated that there hasn't been any community representation come forward yet, and asked if any member knows anyone in the community who may be interested to please let her know.

**All members agreed for Cllr Gannon to be the representation for Pembroke Dock Town Council on the MHPA Advisory Committee Panel.**

Cllr Gannon confirmed that he would like to take on the role and thanked everyone in voting for him.

Members discussed the discussion points that Cllr Gannon had raised at the last MHPA advisory committee meeting which was included in members papers.

Members discussed the question about if the Port had undertaken any work on the land for the proposed petrol tanker park in the past twelve months. It was decided that Cllr Gannon sends an email to the MHPA making a general enquiry.

**All members agreed**

## **62. Christmas Activities & Office Opening Hours**

The Town Clerk informed members that the office will be closed from 1pm on Tuesday 21<sup>st</sup> December and will re-open on Wednesday 5<sup>th</sup> January 2022 at 9am for the Christmas holidays. She said that she will be available during this period via email for any issues which may arise.

The Town Clerk reminded members that the Lantern Parade will be taking place on Friday 3<sup>rd</sup> December in the Memorial Park, if anyone who is able to attend could help, She said that they will be meeting at the Youth Centre from 5.15pm. There is also breakfast with Santa in the Pater Hall on Saturday 4<sup>th</sup> December again if there are any volunteers willing to help, please pop down, serving will start at 9.30am.

The Town Clerk commented that she would like to take the opportunity to thank her colleagues for their hard work and support throughout a busy year.

## **63. National Lottery Funding for Queens Platinum Jubilee**

The Town Clerk stated that there is funding available for the Queens Platinum Jubilee from the National Community Fund. She said that Council could be able to gain funds of up to £10,000 for community led events. The fund is open to community groups and local councils. The Town Clerk stated that although there has been a budget set in 2022/2023 for the jubilee, this offers the opportunity to provide a larger scale event if members wished. She said that we would be required to put together a plan and costings for the event and suggested that the Jubilee committee which was set up in a previous meeting review the information and brainstorm ideas in the new year.

Members of the committee are Cllrs: P George, M Colgan, J George, J Phillips, T Judkins and G Goff.

Members discussed the funding and how the funding would be in addition to the amount budgeted if the application was successful.

## **64. The Local Elections (Principal Areas) (Wales) Rules 2021 and the Local Elections (Communities) (Wales) Rules 2021**

The Town Clerk stated that below are the key decisions taken by Welsh Ministers in recent weeks in respect of the Local Elections (Principal Areas) (Wales) (Rules) 2021 and Local Elections (Communities) (Wales) Rules 2021.

The Town Clerk stated as the consultation document made clear, the majority of the rules governing local elections remain the same as for previous years excepting changes made necessary by the extension to the franchise. However, there were also several additional draft rules included which gave effect to the proposals contained in the Electoral Reform in Local Government in Wales consultation. Following the consultation on the draft rules, Ministers have made decision on how these and other changes will be progressed as follows:

- *Candidate's home address*

In line with the approach taken in other elections, candidates will be required to include with their nomination paper a separate home address form. This will allow a candidate to state that they do not want their home address to be made public or published.

- *Statement of political party affiliation*

A new draft rule was included in the consultation which required candidates to include, on nomination forms, details of political party membership in the preceding 12 months. This provision will remain in the final rules but is amended to make clear the intention that Returning Officers will not be required to check the information (which will be publicly available) or to act on accusations of false information.

- *Personal statement for candidates*

Given the delay in making these Rules due to Covid, Ministers have taken on board feedback and have decided that candidate statements will not be implemented for the local elections in 2022. However, they will be subsequently taken forward in the near future given the importance of supporting electors in accessing information around those wishing to represent them.

- *Electronic submission of candidate nomination forms*

This provision in the draft rules allows for the Returning Officer to consider offering an option to candidates to submit the nomination electronically. The draft rules proposed that the decision to do so should rest with the Returning Officer. The revised rule will make it a requirement for Returning Officers to enable candidates to submit nominations electronically. We expect most local authorities to receive the nominations by email, but if the local authority is able to provide for online submission, the Returning Officer will be able to do so. In any event, they must be able to receive nominations by at least one of these arrangements. The option for candidates to submit nomination in person remains as well.

So there is no dispute as to whether a nomination submitted electronically has been submitted in time, the new rule will require the nomination paper to have appeared in the host authority's computer system before the close of nominations. It will be incumbent on the candidate to make sure the nomination paper has been received in time – in the same way as it is the candidate's responsibility to ensure their nomination paper has been delivered manually before the deadline and is correct.

- *Counting Agents and polling agents formula*

The draft Rules removed the current formulas associated with polling and counting agents and allowed numbers to be determined by the Returning Officer. However, in light of responses to the consultation and learning from the Senedd election the formulas are reinstated in the final Rules.

- *Independent/ Annibynnol*

Further provision has been made in the Rules for an independent candidate to include on a nomination paper the term "Independent", "Annibynnol" or both those words.

- *Timetable and Consequential rules*

In order that the current timetable for having the Rules come into force in December may be met, certain consequential amendments arising from the changes introduced in the Rules will need to be made in a secondary set of regulations. These consequential amendments will be mainly technical in nature (for example, amending both sets of 2006 Rules so they no longer apply in Wales) and are not necessary for planning the election to commence.

The Town Clerk stated that members need to be aware of the above changes for the upcoming election.

#### **65. Enhancing Pembrokeshire Fund – Letter of Support Pure West Radio**

The Town Clerk stated that she had been contacted by Pure West Radio with regards to their application for the Enhancing Pembrokeshire Fund. Members were provided a copy of their application within their papers. She said they are asking for a letter of support from the Town Council with regards to accessing the Pembroke Dock pot within this fund. The Town Clerk informed members that the project they plan to deliver is a Pembrokeshire wide project and not specifically focused on Pembroke Dock.

Members were asked if they wished to send a letter of support and discussed the allocation of funds which is managed by PCC.

Cllr Beynon commented that there are two funds, a Community Fund and a Strategic Fund and that he would be happy to support a project from the strategic fund.

Cllr O Connor commented that he doesn't think the project should be at the detriment of Pembroke Dock and that he would propose to support a bid from the Strategic fund.

**It was                    PROPOSED by Cllr O Connor  
                                  SECONDED by Cllr Bowen  
                                  RESOLVED – That PDTC will write a letter of support  
                                  stating that we only support them using funds from the  
                                  Strategic fund which is County wide rather than the  
                                  Pembroke Dock pot.**

**A Vote was taken, 12 for, 1 against, 1 abstention**

**66. Replacement brackets for hanging baskets**

The Town Clerk stated that it has been identified that some of the brackets for the hanging baskets require replacement, she said the company who provides the brackets have quoted an amount of £607.92 for the purchase of these and then we will get Phil to replace them all before hanging basket season.

The Town Clerk asked members for their agreement to purchase the brackets and informed them the fund will come from the remaining amount within the action plan budget.

**A Vote was taken, all members agreed**

**96. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK**

**67. Resignation of Mayor**

The Town Clerk stated that due to the resignation of the Mayor Cllr Judkins, we will now have to vote on a new Mayor and Deputy Mayor for the remaining period, up until May 2022.



Cllr Judkins commented that he wanted to clarify that he had been in discussions with the Town Clerk for about a month regarding standing down from the Mayor role at this meeting, he said it was not because of anyone else's input like one of the local paper suggested.

Cllr Manning commented about the information for the P & C announced in the papers. Cllr Beynon commented that Cllr Dowson had shared his email with the papers and the information in P & C had not been shared.

The Town Clerk stated that the statement that had been released was basic information.

The Town Clerk stated that as Cllr Beynon is currently interim Mayor and previously Deputy Mayor, he would naturally be next in line to become Mayor, she then asked members for their agreement for Cllr Beynon to become Mayor for the remainder of the term.

**It was                    PROPOSED by Cllr J George  
                                  SECONDED by Cllr Goff  
                                  RESOLVED – That Cllr Beynon would become Mayor for  
                                  the remainder of the term until May 2022**

A Vote was taken all agreed, nobody against

The Town Clerk stated that nominations were required for Deputy Mayor for the remainder of the term to May 2022.

Cllr J George commented that the new deputy mayor should be a Cllr that has undertaken the role before and proposed Cllr Goff as Deputy Mayor.

**It was                    PROPOSED by Cllr J George  
                                  SECONDED by Cllr P George  
                                  RESOLVED – That Cllr Goff would become Deputy Mayor  
                                  for the remainder of the term until May 2022**

**A Vote was taken, 10 votes for**

Cllr Goff commented that he is happy to accept the position and thanked the Cllr's for voting for them.

**68. MHPA Advisory Committee – discussion points, Cllr Gannon**

Members discussed this item within the Town Clerk’s report under item 61

**69. Consultation on Fee scales for Audit Wales**

The Town Clerk stated that she had sent members an email for them to review before the meeting regarding the fee scales which are currently under consultation for 22/23. She said that the scale changes are minimal, but one change for the future is that the audit will be on a 3-year cycle, there will be basic audits for 2 years and then the 3<sup>rd</sup> year will be a more detailed audit which will be more expensive.

Cllr O Connor commented that the Finance Committee should look at the budget and plan for the costs and budget for the costs on a 3-year programme.

**97. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT**

There were no other items which are urgent.

**98. TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

Cllr O Connor updated members on the Pater Hall Community Trust, he said that all items from the AGM had now been signed off and agreed and that the AGM was all finished, and they can now move forward.

**99. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS  
ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
29.10.2021	Post Office - postage	£7.68
01.11.2021	Clarity Copiers	£36.05
03.11.2021	British Gas	£105.28
04.11.2021	1 & 1 Internet Ltd	£9.94
04.11.2021	Brian Jones	£3,192.00
05.11.2021	P A Lynch	£1,500.00
05.11.2021	S Scourfield sundries	£8.50
08.11.2021	Google Cloud	£5.92
12.11.2021	1 & 1 Internet	£77.96
12.11.2021	RRS Safety Ltd – Risk Assessment training	£120.00

12.11.2021	Marc Jones window cleaning	£40.00
18.11.2021	RBL Poppy Appeal – Wreaths	£320.00
19.11.2021	SWALEC	£41.49
23.11.2021	Bank charges	£6.50
23.11.2021	RBL Poppy Appeal - Wreaths	£665.00
24.11.2021	S Scourfield sundries	£9.96

**PAYMENTS PREVIOUSLY AGREED** e.g., Grants, Sec 137 payments, allowances

<b>Date</b>	<b>Description</b>	<b>Amount</b>
05.11.2021	Sand Palace Arts	£1,000.00
08.11.2021	Lighting & Illumination	£5,511.90
09.11.2021	Lighting & Illumination	£5,511.90
12.11.2021	Glow green – Air conditioning	£1,628.25
15.11.2021	PDTC Grant - The Pater Hall	£6,000.00

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
28.10.2021	Pembroke Town Council – poppy wreaths	£80.00
28.10.2021	Pembroke Town Council – poppy wreath	£20.00
01.11.2021	Pembroke Chamber of trade – poppy wreath	£20.00
03.11.2021	St John’s Ambulance – poppy wreaths	£20.00
10.11.2021	Brownie’s – poppy wreath	£20.00
02.11.2021	Interest	£1.00
23.11.2021	Poppy wreaths cheques	£645.00
23.11.2021	Poppy wreath cheque	£20.00

**SALARIES AND WAGES**

06.11.2021– 05.12.2021	Salaries	£ 3,848.34
06.11.2020 – 05.12.2021	Tax & NI	£ 897.95
06.11.2020 – 05.12.2021	Pensions	£ 1,505.12

**ACCOUNT BALANCES**

25.11.2021	HSBC Business Account	£ 14,939.27
------------	-----------------------	-------------

25.11.2021	HSBC Premium Account	£ 117,994.02
------------	----------------------	--------------

**It was**                    **PROPOSED** by Cllr Beynon  
**SECONDED** by Cllr O Connor  
**RESOLVED:** That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages.

**100. AGENDA ITEMS FOR THE NEXT MEETING**

There were no agenda items suggested for the next meeting

**101. COMMUNITY ISSUES**

Cllr Beynon commented about the Remembrance parade and said that there was a good turnout and he thanked staff and Maria Williams for their work arranging the services.

Cllr Beynon commented that he was looking forward to the Lantern Parade and Breakfast with Santa and encouraged Councillors to support the events.

**102. MAYOR'S REPORT**

Cllr Beynon commented that he attended the lantern workshop on Sunday 28<sup>th</sup> November which was well supported. He said he also attended and started the Pennar 10K fun run organised by Phil Lynch which was a great success and proposed that PDTC send a thank you and congratulations letter to Phil Lunch on its success.

**All members agreed**

**103. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL**

**It was**                    **PROPOSED** by Cllr J Beynon  
**SECONDED** by Cllr J George  
**RESOLVED:** That the press and public be excluded from The meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

**104. PRIVATE & CONFIDENTIAL**

**To Confirm Private & Confidential Minutes of Thursday 28<sup>th</sup> October 2021**

**It was                    PROPOSED by Cllr J George  
                                  SECONDED by Cllr S O Connor  
                                  RESOLVED - That the Private & Confidential Minutes of  
                                  the Extraordinary Meeting held on Thursday 28<sup>th</sup> October  
                                  2021 are adopted as a true record.**

**There being no other business the meeting was closed.**